Weatherization Program
APPLICATION PACKET

Our Weatherization Program assists Alameda County residents by helping them keep their energy bill costs down.

For quick processing, MAIL the completed application with REQUIRED DOCUMENTS including your HEAP application to:

Spectrum Community Services
Weatherization Program
P.O. Box 4317
Hayward, CA 94540
www.SpectrumCS.org

PLEASE DO NOT USE WHITE OUT.
NO-COST WEATHERIZATION PROGRAM for Low-Income, Eligible Households

In an effort to reduce energy costs and consumption, Spectrum Weatherization program provides a no-cost program to eligible tenants and landlords/owners. Some of these measures may lower energy costs and/or increase household comfort.

IMPORTANT! The Weatherization Program includes mandatory multiple phase appointments:

1. **ASSESSMENT Phase:** Initial household walk-through/assessment appointment or appointments
2. **WEATHERIZATION Phase:** Window/door caulking, smoke detector installations, etc. and/or possible subcontractor appointments (window, furnace/water heater, stove installations, etc.)
3. **INSPECTION Phase:** subcontractor inspections, post-subcontractor inspections, and/or possible City/State inspections, final building permit inspections, etc.

Household energy efficiency measures, when applicable may include:

Health & Safety Measures

- Combustion Appliance Safety Check (i.e. testing gas-operated appliances for the presence of carbon-monoxide)
- Carbon-Monoxide Detector, Smoke Alarm Installation, and Controlled Air Circulation
- Safety check on clothes dryer, free-standing range, furnace, thermostat, water heater

Energy Efficiency Measures

- Blower Door/Duct Blaster Test (helps to identify any leaks in the unit)
- Weather stripping, caulking, low-flow showerhead and faucet aerators
- Compact fluorescent bulbs, outlet gaskets, water heater blankets
- Door or glass replacement for broken and/or inefficient windows/doors
- Attic insulation and venting
- Microwave oven, refrigerator, free-standing range, furnace, water heater, air conditioner/evaporative cooler repair and/or replacement (if eligible)

TO PROCEED with Spectrum’s No-Cost Weatherization Program, please:

1. Fill out this application completely, providing all needed and relevant information
2. Read and sign the Weatherization Program Policies (on the reverse side of this document)
3. Provide owner, agent and/or landlord verification (signature/contact information) titled “Energy Service Agreement for Occupied/Unoccupied Single or Multi-Unit Rental Units” in this application packet

For questions, call Spectrum: 1-510-881-0300, ext. 272. Mail your completed application to:

SPECTRUM WEATHERIZATION DEPARTMENT
P.O. Box 4317
HAYWARD, CA  94540

www.spectrumcs.org/new/spectrum/services/weatherization.htm
Spectrum Weatherization Program Policies

IMPORTANT - We can only proceed with household units that are in good condition, i.e. not under or in need of major remodeling/repairs, no leaky roofs, etc. and clean and organized. If the policies below are not met we cannot proceed with our no-cost Weatherization Program.

Please read the information, initial below and sign the acknowledgement:

☐ Clients are required to respond to phone messages in regards to appointment scheduling, be available by phone on the day of appointments, allow for follow-up inspections and photo documentation (if necessary)

☐ Allow for scheduling availability during the weekdays (only) and 18-year-old or older present during all appointments

☐ All workers must have access to the home appliances (hot water heater, furnace, refrigerator, stove, microwave, dryer, etc.) and attic – with minimal clutter

☐ For all appointments, personal belongings in the attic must be cleared and if required owner/manager be present to provide access to the hot water heater and furnace

☐ Workers must have suitable access to the outside area for trucks and other equipment

☐ Children and pets must be kept out of the way of workers and equipment at all times

☐ The yard should be free of debris, the roof have no water leaks, and - in some cases - asbestos and mold be abated

☐ If any illegal substance is used on the premises, workers will walk away from the job

☐ Agency is not responsible for any damage to personal items in the normal course of work if the above policies are not met

Spectrum Weatherization NO-SHOW Policy:
Spectrum’s Weatherization Program provides a range of free weatherization services to qualified clients. In order to enable Spectrum to better meet our contractual obligations and to meet the weatherization needs of our clients, Spectrum has developed a policy regarding clients who fail (NO SHOWS) to make scheduled appointments. NO SHOWS include - but are not limited to - multiple phone call attempts, failure to answer the door or anything that prevents the Weatherization crew or subcontractors from completing the work at a scheduled date, time or time period.

Clients who miss (3) scheduled Weatherization appointments or fail to respond to multiple scheduling phone call attempts, shall not be eligible for the Spectrum Weatherization program.

*CLIENT HAS READ, UNDERSTANDS AND AGREES TO ALL ABOVE POLICIES:

Client Signature: __________________________ Date: __________________________
I certify that the above-listed property is my primary residence. I (the Owner-Occupant or Tenant), grant the Contractor/Agency permission to enter my dwelling to perform assessments, conduct diagnostics, take photos only of weatherization work to be performed or deferred (as it relates to individual or whole house services), install feasible weatherization services and perform inspections in accordance with CSD weatherization program policies and standards to the above-listed dwelling.

I acknowledge that an assessment of my dwelling is necessary to determine the work that can be performed and that the work that is available may be limited due to the needs and condition of my residence. Identified work may not be provided if it does not meet all program requirements and specifications and may lead to full or partial deferral of work. My refusal of certain work may prevent the installation of other identified work in accordance to program requirements.

I hereby release and pledge to hold harmless the Contractor/Agency listed below, and its staff, from any liability in connection with the work identified on a summarized list, except as a consequence of gross negligence or willful and wanton misconduct.

I authorize the Contractor/Agency to access my utility company records to obtain only energy usage data for a period of one year before and two years after weatherization measures are installed.

I grant the Contractor/Agency, local, State and/or Federal inspectors permission to enter the dwelling after reasonable notice to perform inspections to verify the existence and quality of work performed by the Contractor/Agency and compliance with local, State, and/or Federal building codes and programmatic guidelines and acknowledge that a permit may be required for specific weatherization work. I understand that I may be held financially responsible for the weatherization work if I refuse to allow access for inspection and permitting purposes.

I shall not remove any permanently installed energy conservation measures unless they are damaged or no longer functional in the residence from where they were installed.

Additional Certifications For Owner-Occupants ONLY:
8. I acknowledge and agree that this property is not for sale at the time of qualifying for the program and will not be offered for sale or otherwise distributed for at least sixty days following the completion of weatherization services.
9. Mobile home units only: I acknowledge that I may not receive services that require a permit if the registration on the mobile unit is not up-to-date.

Additional Certifications For Tenants ONLY:
10. I acknowledge that the Rental Property Owner must grant the Contractor/Agency the same permissions by signing CSD 515B Energy Service Agreement for Rental Property Owner before any services are rendered.
ENERGY SERVICE AGREEMENT FOR OCCUPANT

11. I understand that the Property Owner cannot raise the rent of the unit for a period of two years from the date of weatherization because of the increased value of the unit due solely to weatherization measures provided by the Contractor/Agency (allowable factors for rent increase include an actual increase in property taxes, actual cost of amortizing other improvements to the property accomplished after the date of work completed by the Contractor/Agency, or actual increases in expenses of maintaining and operating this property).

12. I acknowledge that I have been provided a copy of this Agreement explaining its terms effective for a two year period after weatherization services have been completed. Complaint Process: In the event the provisions of this Agreement related to increased rent or the landlord’s failure to decrease utility costs for master metered units are not met, tenants may contact the Contractor/Agency to submit a verbal or written complaint, which will be investigated by the Department of Community Services and Development. Contractor/Agency contact information is located on this Agreement under the section entitled, "Contractor/Agency Assurance."

13. I may retain the replacement energy conservation measure installed by the CSD weatherization program(s) if the replaced appliance was my personal property.

I CERTIFY THAT I am the Owner-Occupant or Tenant residing in the dwelling listed above that serves as my primary residence and that all given statements are true and correct to the best of my knowledge. I have read and understand these TERMS and RELEASE, and agree to be bound by all of its terms and conditions in order to receive weatherization services under the CSD weatherization program(s).

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<tr>
<th>Owner-Occupant or Tenant's Signature</th>
<th>Date</th>
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**Contractor/Agency Assurance**

<table>
<thead>
<tr>
<th>Contractor/Agency (Print name)</th>
<th>Address</th>
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<tbody>
<tr>
<td>Spectrum Community Services</td>
<td>2617 Barrington Court</td>
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<tr>
<th>CSLB Number (if applicable)</th>
<th>City</th>
<th>ZIP Code</th>
<th>Contractor/Agency Telephone Number</th>
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<tbody>
<tr>
<td>626275</td>
<td>Hayward</td>
<td>94545</td>
<td>510-881-0300 ext. 272</td>
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<tr>
<th>Contractor/Agency Email Address</th>
<th>Contractor/Agency FAX Number</th>
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<tr>
<td><a href="mailto:spectrumwx@spectrumcs.org">spectrumwx@spectrumcs.org</a></td>
<td>510-265-5798</td>
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The Contractor/Agency agrees to the following:

1. Shall be responsible for the feasible cost of weatherization measures performed other than cash contribution from the Owner or Owner Agent, if applicable, and any subsequent non-compliance.
2. Shall ensure that the Contractor/Agency is properly insured.
3. Shall ensure that work is conducted in a professional manner and meets program and building code standards.
4. Shall not make any significant structural changes to the dwelling without requesting written permission specifically describing the change from the dwelling owner.
5. Shall provide in writing a list of all weatherization measures installed in the unit.

**Agency Program Manager’s Signature**

<table>
<thead>
<tr>
<th>Agency Program Manager's Name (Print name)</th>
<th>Date</th>
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<tbody>
<tr>
<td>Mark Smith</td>
<td>1/2/18</td>
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# ENERGY SERVICE AGREEMENT FOR RENTAL PROPERTY OWNER

## Single-Family/Mobile Home Dwelling Information

<table>
<thead>
<tr>
<th>Tenant Name</th>
<th>Dwelling Address</th>
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## City

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<th>Zip Code</th>
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## Multi-Family Dwelling/Complex Information

<table>
<thead>
<tr>
<th>Number of Eligible Buildings in Complex:</th>
<th>Use additional pages, if necessary.</th>
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## Building #1

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<th>Building Address</th>
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## City

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<tr>
<th>City</th>
<th>Zip Code</th>
<th># of Units in Building</th>
<th># of Units to be Weatherized</th>
<th># of Vacant &amp; Unqualified Units</th>
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List Qualified Units

List Vacant and Unqualified Units

## Building #2

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<th>Complex/Building Name (if applicable)</th>
<th>Building Address</th>
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List Qualified Units

List Vacant and Unqualified Units

## Building #3

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<th>Complex/Building Name (if applicable)</th>
<th>Building Address</th>
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List Qualified Units

List Vacant and Unqualified Units

## Owner and Owner’s Agent Information

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<th>Owner (Print or type name)</th>
<th>Address</th>
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## Apt./Unit No.

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<th>City</th>
<th>ZIP Code</th>
<th>Owner Telephone Number</th>
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If the Owner uses an agent for the above-referenced property, complete both Owner and Agent information.

## Agent (Print or type name) | Address |

## Apt./Unit No.

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<th>City</th>
<th>ZIP Code</th>
<th>Agent Telephone Number</th>
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Page 1 of 3
ENERGY SERVICE AGREEMENT FOR RENTAL PROPERTY OWNER

Owner or Owner’s Agent Acceptance of Terms for CSD Weatherization Services
(to be completed by the Owner or Owner’s Agent)

I agree to accept all of the following TERMS required for my rental property to receive services from the Department of Community Services and Development (CSD) weatherization program(s):

1. I certify that I am the Owner (or Owner’s Agent) of the above-listed rental property.

2. I grant the Contractor/Agency permission to enter my property to perform assessments, conduct diagnostics, take photos only of weatherization work to be performed or deferred (as it relates to individual or whole house services), install feasible weatherization measures and perform inspections in accordance with CSD weatherization program policies and standards to the above-listed rental property.

3. I acknowledge that an assessment of my property is necessary to determine the work that can be performed and that the work that is available may be limited due to the needs and condition of my property. Identified work may not be provided if it does not meet all program requirements and specifications and may lead to full or partial deferral of work. My refusal of certain work may prevent the installation of other identified work in accordance to program requirements.

4. I shall not remove any energy conservation measures unless they are damaged or no longer functional in the rental property from where they were installed. If the replaced item (i.e. refrigerator or other appliance) was the personal property of my tenant, the tenant shall retain the replacement energy conservation measure installed by the CSD weatherization program(s).

5. Mobile home units only: I acknowledge that my property may not receive services that require a permit if the registration is not up-to-date.

6. I hereby release and pledge to hold harmless the Contractor/Agency listed below, and its staff, from any liability in connection with any work identified on a summarized list except as a consequence of gross negligence or willful and wanton misconduct.

7. I authorize the Contractor/Agency to access my complex’s utility company master-metered records to obtain only energy usage data for a period of one year before and two years after weatherization measures are installed.

8. I authorize the Contractor/Agency to access my complex’s utility company master-metered records to obtain only energy usage data for a period of one year before and two years after weatherization measures are installed.

9. I certify that I, as the Owner or Owner’s Agent, shall ensure that gas or electric service, or both, that is provided by a master-meter to tenants shall be charged at the utilities’ costs in accordance with California Public Utilities Commission Code Section 739.5 or other applicable government regulations.

10. I certify that I, as the Owner or Owner’s Agent, shall not raise the rent of any weatherized unit for a period of two years from the date of weatherization because of the increased value of the unit due solely to weatherization measures provided (allowable factors for rent increase include an actual increase in property taxes, actual cost of amortizing other improvements to the property accomplished after the date of work completed by the Contractor/Agency, or actual increases in expenses of maintaining and operating this property).

11. I acknowledge and agree that this property is not for sale at the time of qualifying for the program and will not be offered for sale or otherwise distributed for at least sixty days following the completion of weatherization services.

12. I certify that I shall provide a copy of this Agreement explaining its terms to all tenants and subsequent tenants residing in the unit within the two year period. Complaint Process: In the event the provisions of this Agreement related to increased rent or the landlord’s failure to decrease utility costs for metered units are not met, tenants may contact the Contractor/Agency to submit a verbal or written complaint, which will be investigated. Contractor/Agency contact information is located on this Agreement under the section entitled, “Contractor/Agency Assurance.”

Additional Certification for Unoccupied Multi-Unit Dwellings ONLY:

13. I agree that "rent" is defined as the tenant's monthly payment to the Owner (non-subsidized housing) or the contract rent (subsidized housing).

14. I shall submit to the Contractor/Agency a schedule of rents prior to commencement of work.

15. Federal, State or Local Government Rehabilitation Projects only: I certify that if a vacant unit is counted as being an eligible household for purposes of meeting the minimum threshold for whole building weatherization (66% rule), then the unit will become occupied by an eligible family within 180 days after the completion of weatherization (CFR 440.22(b)(2)(i)).
ENERGY SERVICE AGREEMENT FOR RENTAL PROPERTY OWNER

I CERTIFY THAT I am the Owner or Owner's Agent of the Dwelling or Complex listed above, and that all given statements are true and correct to the best of my knowledge. I have read and understand these TERMS and RELEASE, and agree to be bound by all of its terms and conditions in order for my property to receive weatherization services under the CSD weatherization program(s).

Owner's (or Owner's Agent's) Signature

Date

Contractor/Agency Assurance

Contractor/Agency (Print or type name) Address
Spectrum Community Services 2617 Barrington Court

CSLB Number (if applicable) City ZIP Code Contractor/Agency Telephone Number
626275 Hayward 94545 510-881-0300 ext. 272

Contractor/Agency Email Address Contractor/Agency FAX Number
spectrumwx@spectrumcs.org 510-265-5798

The Contractor/Agency agrees to the following:
1. Shall be responsible for the feasible cost of weatherization measures performed other than cash contribution from the Owner or Owner Agent, if applicable, and any subsequent non-compliance.
2. Shall ensure that the Contractor/Agency is properly insured.
3. Shall ensure that work is conducted in a professional manner and meets program and building code standards.
4. Shall not make any significant structural changes to the dwelling without requesting written permission specifically describing the change from the dwelling owner.
5. Shall provide in writing a list of all weatherization measures installed in the rental unit.

Contractor/Agency Program Manager's Signature Contractor/Agency Program Manager's Name (Print name) Date

Mark Smith 1/6/18

Required Documentation:

Rent schedule received from Property Owner, if applicable? Y N
If applicable, CSD 75 completed? Y N

Page 3 of 3